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THE EXTENSION DIVISION — CORRESPONDENCE STUDY

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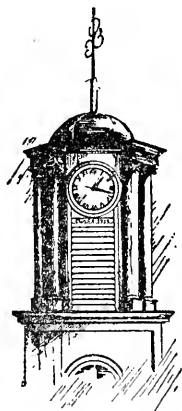
Volume XLVI

June, 1949

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OHIO UNIVERSITY BULLETIN

THE EXTENSION DIVISION Correspondence Study



JUNE, 1949

ATHENS, OHIO

THE UNIVERSITY CALENDAR FOR 1949-1950

THE 1949 SUMMER SCHOOL THE EIGHT-WEEK SESSION

1949

June	20	Mon.	Session opens; advising and counseling of students
June	21	Tues.	Registration
June	22	Wed.	Classes begin
June	27	Mon.	Last day for registering for the session
July	4	Mon.	Holiday

THE POST SESSION

Aug.	15	Mon.	Session opens; registration in morning; classes begin in afternoon
Aug.	16	Tues.	Last day to register for the session
Sept.	2	Fri.	Three-week courses end

FIRST SEMESTER

Sept.	19	Mon.	Semester opens
Sept.	26	Mon.	Classes begin
Oct.	3	Mon.	Last day for registering for the semester
Nov.	5	Sat.	Homecoming Day, a holiday
Nov.	23	Wed.	Thanksgiving recess begins at close of last class period
Nov.	28	Mon.	Classes resume
Dec.	17	Sat.	Christmas recess begins at close of last class period

1950

Jan.	4	Wed.	Classes resume
Feb.	4	Sat.	Commencement

SECOND SEMESTER

Feb.	6	Mon.	Semester opens
Feb.	20	Mon.	Last day for registering for the semester
April	4	Tues.	Spring recess begins at close of last class period
April	12	Wed.	Classes resume
May	30	Tues.	Memorial Day, a holiday
June	11	Sun.	Commencement

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GENERAL INFORMATION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient high school and college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses at both the high school and the college level. General information about high school courses is given on pages 10 and 11.

COURSES OFFERED AT THE COLLEGE LEVEL

Most of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will permit. They bear the same course numbers and are taught by the instructors who offer the courses in residence.

CREDIT. In correspondence study and in extension classes a student may earn 40 semester hours of credit toward a bachelor's degree. Credit earned by correspondence study cannot be applied to graduate work. Graduate students, however, may use correspondence credit to facilitate the completion of their advanced work. Many courses are helpful in preparation for thesis work and for the written and oral examinations.

A student may enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for a transfer from a credit to a non-credit basis must be made before two-thirds of the course is completed.

ADMISSION. Students who have graduated from first grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

The application for registration is the only admittance paper required. It will be assumed that the information given by a student in his application is correct. False information may invalidate credit.

A student should apply to the Office of the Extension Division for an application for registration. If he is currently registered in residence at Ohio University he must present with his registration blank a permit from the dean of the college in which he is enrolled. A student currently regis-

tered in another school must also present a permit from the dean of his college.

No one is accepted for correspondence instruction who is not in good standing at the college or university last attended.

OUT-OF-STATE STUDENTS. A student admitted to correspondence study or to an extension class may or may not be admitted for study in residence. A student contemplating study in residence should write Dr. F. B. Dilley, Director of Admissions, Ohio University, Athens, Ohio, for information on admission requirements.

REGISTRATIONS. Registration for a correspondence course may be made at any time. The application for registration must be accompanied by the required fee in full.

FEES.	<i>Resident of Ohio</i>	<i>Non- Resident</i>
Registration Fee, for each semester hour	---\$6.50	\$7.50
Change of Course Fee -----	1.00	1.00
Extension of Time Fee -----	3.00	3.00

A two-semester-hour course for a resident of Ohio costs \$13; a three-semester-hour course, \$19.50. The number of semester hours follows the description of a course. This will enable a student to calculate the total fee for any course selected. Checks and money orders for the exact amount are to be made payable to *Ohio University*.

REFUND OF FEE. If the application of a student is rejected, his fee will be refunded in full. Two-thirds of a registration fee is refunded if a student withdraws from a course before his registration is three months old, provided fewer than three lessons have been mailed. If three or more lessons have been mailed, no refund of fee is made even though the registration is less than three months old.

BOOKS. Books and other materials for a course are to be purchased by the student. Books may be ordered from Logan's Bookstore, Athens, Ohio, from a local bookstore, or from the publisher. The Extension Division operates a self-supporting, non-profit rental library from which texts frequently may be secured. The student is to assume that he is to purchase textbooks unless it is reported to him at the time of his registration that rental books are available.

LESSONS OR STUDY UNITS. Soon after the registration fee has been received, all lessons or study units are mailed with instructions for study and with directions for returning the written lessons, or study units. Lessons, or study units, from students are sent to the instructor for corrections and suggestions. These are returned to students as soon as possible.

Lesson papers are the property of the Extension Division and all of them are to be returned to the Extension Division by a student after the final examination.

Each course represents a definite amount of work divided into lessons, or study units. A one-hour course consists of 12 lessons, or study units; a two-

hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

TIME LIMIT FOR COURSE. A student is expected to complete a course within nine months after registration. He can secure an extension of time for three months upon the presentation of an acceptable excuse and the payment of a fee of \$3.

The minimum time for the completion of a college correspondence course is calculated at the rate of two weeks for each semester hour. This makes the minimum time on a three-semester-hour course amount to six weeks. The maximum time on any course is nine months.

When a student does not report, either by lessons, or study units, or by letter within a period of 90 days, his right to further instruction in the course may be cancelled.

A student needing credit from a correspondence course to qualify for a degree must have finished the course, including the final examination, ten days before the date on which the degree is to be awarded.

EXAMINATIONS. Mid-term examinations are required in many courses and final examination in all courses. A student is to wait for the return of all lesson papers before attempting the examination. A student who lives within thirty miles of Athens is required to take his examination in the office of the Extension Division.

Others may take the examinations either in the office of the Extension Division, or under the supervision of a school superintendent, a high school principal, or a member of a college or university faculty.

No fee is paid by the Extension Division to the person who supervises an examination. Since the examinations are the only parts of the correspondence course done under supervision, they are of great importance in computing the final grade.

VETERANS OF WORLD WAR II

ENROLLMENT PROCEDURE UNDER PUBLIC LAW 346 FOLLOWS:

Apply for a Certificate of Eligibility and Entitlement. Any VA contact office will furnish the application and assist in preparing it. This Certificate will be sent from the VA Regional Office to the student who is to mail it to the Ohio University Extension Division.

Send the Application for a Course of Instruction by Correspondence (7-1950B) to the Ohio University Extension Division. Secure this form from a VA office or from Ohio University. Sign it only. We will fill in the data for you.

Send an Ohio University Application for Registration to be secured from the Extension Division. Send no money.

If a student has used his original Certificate of Eligibility elsewhere, he must secure a supplement to it for use at Ohio University.

A veteran who wants to start before all of his required papers have been filed with the Extension Division must pay the entire cost of the desired

course including books and supplies. This amount, which varies from course to course, will be given on request. This money will be refunded when all required papers have been filed and the student's enrollment has been accepted by the Veterans Administration.

Veterans under Public Law 16 and veterans in an on-the-job training program are to consult a training officer about procedure, because these veterans must secure a special letter of authorization from the Veterans Administration to enroll for correspondence instruction.

THE SEVEN COLLEGES AT OHIO UNIVERSITY

Brief information about each of the seven colleges at Ohio University follows. Students desiring facts relative to degrees and other requirements are to write to the appropriate academic dean. The Extension Division is not authorized to advise students on requirements.

THE UNIVERSITY COLLEGE. All freshmen enroll in the University College, a college concerned primarily with the problems of first-year students—their courses of study, and their guidance during the period of transition from high school to college. The freshman year in the University College and the following three years in one of the degree colleges represent the normal time required for completion of any of the baccalaureate degree programs.

THE COLLEGE OF APPLIED SCIENCE offers curricula leading to degrees of Bachelor of Science in Agriculture, Architectural Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Home Economics. Also under the supervision of the college are the non-degree departments of aviation, engineering drawing, and industrial arts.

THE COLLEGE OF ARTS AND SCIENCES aims to give the student an opportunity to secure a well-rounded liberal education. Its programs of study lead to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Chemistry. It also offers preprofessional curricula in medicine, dentistry, nursing, and medical technology, as well as preparatory work in such other special and professional fields as law, teaching, government foreign service, ministry, social work, public administration, and insect control.

THE COLLEGE OF COMMERCE curricula lead to the degrees of Bachelor of Science in Commerce, Journalism, and Secretarial Studies. The curriculum for the first of these degrees permits of emphasis on one or more of several fields which include accounting, advertising, banking, business law, economics, finance, labor, personnel or industrial management, pre-law school preparation, marketing, and statistics. The School of Journalism, an integral part of the College of Commerce, offers seven curricula: news writing and editing, feature and magazine writing, newspaper advertising, business management, radio journalism, pictorial journalism, and public relations.

THE COLLEGE OF EDUCATION prepares teachers for all grade levels and types of schools. The degree of Bachelor of Science in Education combines broad general education with professional programs leading to positions as teacher in kindergarten, primary, intermediate or high school, the various

academic subjects, or in such special subjects as art, commerce, home economics, industrial arts, music, physical welfare, and speech.

THE COLLEGE OF FINE ARTS comprises the School of Dramatic Art and Speech, the School of Music, and the School of Painting and Allied Arts. Within these schools opportunities are offered for a broad, cultural education in the fine arts and for special training in the following departments: dramatic production, radio, speech and speech correction, music (history, literature, theory, composition, and education), architecture, design, painting and drawing, photography, art history and appreciation, art education, and sculpture and ceramics. The degree of the college is Bachelor of Fine Arts.

THE GRADUATE COLLEGE offers facilities for advanced study and research for teachers and others desiring graduate work at the masters level. Courses in academic and professional fields are available through the various divisions of the university. The Graduate College confers the degrees of Master of Arts, Master of Education, Master of Science, and Master of Fine Arts.

COURSES AT THE HIGH SCHOOL LEVEL

The Extension Division has a program of correspondence courses at the secondary school level similar to the offerings of 30 other members of the National University Extension Association.

PURPOSE OF HIGH SCHOOL CORRESPONDENCE. This program is intended to supplement the work of the public high school and not compete with it in any way. The following persons are likely to be interested in high school work by the correspondence method.

- (1) Men and women who failed to complete a high school education and find later that this failure is a handicap to their advancement.
- (2) Invalids and persons otherwise incapacitated who cannot take high school courses in the regular way.
- (3) High school graduates who lack a requirement for college entrance.
- (4) The irregular high school student with a deficiency and with no opportunity to make it up by attending summer school or evening school.
- (5) Employed persons who find it impossible to return to high school.
- (6) Adults who want more vocational and cultural education at the high school level.

TWO METHODS OF STUDY. There are two ways of taking high school courses by correspondence: (1) the individual method, and (2) the supervised method. A student working by the individual method makes all of his contacts directly with the Extension Division. A student working under the supervised plan must have a local person as a supervisor, preferably a member of a high school faculty, who oversees his mid-course and final examinations and who gives him stimulation and guidance. The supervisor, however, is not asked to assume any responsibility for instruction or the marking of papers.

WHO MAY REGISTER. A person who registers for a high school course must present a statement by a superintendent or a high school principal certifying that he probably is capable of mastering the course for which he desires to enroll. Students from other states are accepted on the same basis as to tuition and other regulations as students from Ohio.

Any of the high school courses may be taken on a non-credit basis.

CREDIT TOWARD GRADUATION. If a student expects to apply credit earned through correspondence on a high school diploma, his correspondence registration must be approved in advance by the principal of his high school. It is urgently recommended that such a student work under the supervised method.

STUDENT FEES. The registration fee is \$10 for each one-half unit of credit. In addition, a student is to order and pay for necessary texts and supplies, and to pay for postage on all material mailed to the Extension Division. The Extension Division will pay the postage on materials mailed to students.

Fees must be paid in advance and must accompany the application unless the board of education will agree to pay them later. The Extension Division will accept a registration fee from either the student or the board of education of the school in which the student is enrolled.

The time limit for completing each one-half unit is nine months. An extension of time for three months may be secured by the payment of \$1.50.

A student may transfer from one course to another by paying a transfer fee of \$1, provided he has not completed any of the lessons of the course.

REFUNDS. A student may secure a refund of two-thirds of his registration fee, provided he withdraws from the course before he has mailed any lessons, or before his registration is three months old. No refund of fees is made after lessons have been mailed, or after the registration is three months old. If the application of a student is rejected, all of his registration money will be refunded.

RECOGNITION OF CREDIT. The Registrar of Ohio University will accept correspondence credit for entrance purposes. It is probable that other colleges will do the same, but to be safe a student should consult the college of his choice about entrance credits earned by correspondence.

EXAMINATIONS AND MARKING SYSTEM. Students working for credit are required to take all examinations under the supervision of a school superintendent or a high school principal, or a teacher appointed by one of these school heads. The person selected to supervise examinations must also meet the approval of the Extension Division.

After a student has successfully completed a course, the quality of his work will be indicated by the letters A, B, C, D, or F (failed). Students are urged to strive for a quality of C or better.

INSTRUCTORS. Courses are conducted by well-known high school teachers or by members of the University staff well qualified by training, by interest, and by experience to teach at the secondary school level.

VETERANS OF WORLD WAR II. The Veterans Administration will pay the entire cost of correspondence instruction at the high school level for honorably discharged veterans of World War II. The enrollment procedure is the same as that described for college students on pages 8 and 9.

The high school courses available for correspondence study will be found on pages 38, 39, and 40.

EXTENSION CLASSES

Extension classes conducted by members of the Ohio University faculty are another important service of the Extension Division. Graduate as well as undergraduate work is offered. These classes appeal especially to teachers, business men and women, ministers, social workers, and others who wish to engage in systematic study during their leisure time.

An instructor will be assigned to a group after its members have selected a subject. The size of the group necessary to secure an instructor depends upon the distance of the community from the campus.

Extension classes meet once a week. The amount of credit allowed for a course—i.e., three hours, two hours, or one hour—will determine the length of the class session and the number of weeks that the class is to meet.

An undergraduate student who is employed full time may take a maximum of six semester-hours a semester in extension classes, or in combination with correspondence study or a campus class.

Both correspondence credit and class credit are classified as extension credit. Forty semester hours of extension credit can be used on a bachelor's degree. Six semester hours of class credit, under certain conditions, can be used on a master's degree. No correspondence credit can be applied on a master's degree.

Extension class students who are residents of Ohio are charged a fee of \$6 a semester hour. Non-residents of Ohio are charged a fee of \$7 a semester hour. The fee will be more than \$6-\$7 an hour should the class enrollment fall below the required quota. If the enrollment is below 15, the group may be required to study under the Small Class Plan.

Under the Small Class Plan the instructor divides a course into 15 study units and covers the odd units by class meetings every other week. The even units are assigned as written work to be done during the weeks that the class does not meet.

Refunds are allowed as follows:

1. After the third class meeting and before the fourth class meeting, 90% refunded.
2. After the fourth class meeting and before the fifth class meeting, 66% refunded.
3. After the fifth class meeting and before the seventh class meeting, 25% refunded.
4. After the sixth class meeting, no refund.
5. No refund will be allowed a student whose withdrawal brings the enrollment of the class below its required quota.

A student who desires graduate credit for a course in an extension class must meet the admission requirements of the Graduate College of Ohio University, must obtain permission from the dean of the Graduate College, and must have completed the prerequisites for the course as stated in the general catalog. A graduate student who is employed full time is limited to three semester-hours a semester.

Additional information about graduate study may be obtained by addressing W. S. Gamertsfelder, Dean, Graduate College, Ohio University, Athens, Ohio.

OFF-CAMPUS PROGRAMS OF COLLEGE WORK AT THE FRESHMAN LEVEL

The Extension Division will cooperate with a board of education in furnishing a complete program of college subjects at the freshman level for the benefit of recent high school graduates, veterans, and others who find it impossible to attend college away from home.

These classes are taught in the evening by faculty members of Ohio University and are organized for a minimum of 15 students, provided the enrollment in all classes averages 25 or more. The registration fee is \$6 a semester-hour for members of classes whose enrollment has reached the quota; but the registration fee is proportionately higher for members of classes whose enrollment is below the quota. Students who are non-residents of Ohio are to pay \$7 a semester hour.

Superintendents of schools are requested to write to the Director of University Extension for additional information.

COURSES OF INSTRUCTION

AT THE COLLEGE LEVEL

Numbers 1-99 designate University College courses. (Primarily freshman courses.)

Numbers 100-199 designate undergraduate courses.

Numbers 200-299 designate advanced undergraduate courses.

Graduate credit cannot be secured by correspondence study.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated.

The name of the instructor appears at the end of the course description.

The descriptions of all courses in teaching techniques will be found under appropriate titles in the "Teaching Techniques" section of the EDUCATION grouping. For example, the cross reference for 161b. TEACHING OF BOOKKEEPING will be "Same as Ed. 161b."

ACCOUNTING—See Commerce

ADVERTISING—See Commerce

ART

45. METHODS IN REPRESENTATION. The student is introduced to the fundamentals of drawing in parallel and angular perspective, with practical exercises ranging from simple diagrams to finished line drawing. Credit, two semester hours. CALKIN.

46. METHODS IN REPRESENTATION. A continuation of 45. The principles of composition are applied to previously acquired knowledge of drawing. Credit, two semester hours. Prereq., 45. CALKIN.

75. REPRESENTATION. Adding to principles of drawing and composition established in courses 45 and 46, fundamentals of light, shadow, and reflection are practiced to complete the process of picture-making. Credit, two semester hours. Prereq., 46. CALKIN.

121. HISTORY OF PAINTING AND SCULPTURE. This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit three semester hours. OLPP.

122. HISTORY OF PAINTING AND SCULPTURE. This course continues the history of art from the Renaissance to the present time. Prereq., 121. Credit, three semester hours. OLPP.

BIOLOGY—See Botany or Zoology

BOTANY

1. **GENERAL BOTANY.** An introduction to plant science. Emphasizes the vegetative structure and the physiological activities of the higher plants. Credit, three semester hours. **BOETTICHER.**

*2. **GENERAL BOTANY.** Includes a survey of both the lower and higher forms of plant life, with emphasis on structure and methods of reproduction within the group of fungi, algae, mosses, ferns, and flowering plants. Prereq., 1. Credit, three semester hours. **BOETTICHER.**

133. **NATURE STUDY.** A course in which the student is introduced to a better understanding and appreciation of living things in nature about him, including plant and animal life; their collection and preparation for study in the class exercises. By correspondence study only. Credit, three semester hours. **BOETTICHER.**

134. **NATURE STUDY.** A continuation of 133 with emphasis on water life, floral study, and field work in bird life. Suggestions and exercises relative to the teaching of nature study, including materials and methods of presenting and studying objects as found under natural conditions. By correspondence study only. Credit, three semester hours. **BOETTICHER.**

BUSINESS LAW—See Commerce

CHEMISTRY

1. **GENERAL CHEMISTRY.** Fundamental course in college chemistry. Credit, three semester hours. **CLIPPINGER.**

2. **GENERAL CHEMISTRY.** Continuation of Chemistry 1. Prereq., Chem. 1. Credit, three semester hours. **CLIPPINGER.**

113. **ORGANIC CHEMISTRY.** This is a short non-laboratory course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 2 or 4. Credit, three semester hours. **CLIPPINGER.**

CIVIL ENGINEERING

1. **ENGINEERING DRAWING.** A course designed with the objective of presenting to the student the fundamental theories and accepted practices (techniques) used in Engineering Drawing. The following specific units are studied: freehand lettering, use of instruments, freehand drafting, orthographic projection, dimensioning, auxiliary and sectional views, inking, tracing (pencil & ink), and assembled sectional views. Credit, two semester hours. **NELLIS.**

2. **ENGINEERING DRAWING.** A continuation of Engineering Drawing 1 that presents the following specific units: pictorial drawing with special emphasis on oblique and isometric, developments, intersections, screw threads, working drawings, tracings and blue prints. Prereq., 1. Credit, two semester hours. **NELLIS.**

*Students must have access to a low-powered microscope.

121. **APPLIED MECHANICS.** Algebraic and graphic solution of equilibrium of forces, application to jointed frames, centroids, friction and kinematics. Prereq., Math. 118. Credit, three semester hours. WILSEY.

122. **APPLIED MECHANICS.** The force-mass-acceleration, work and energy, and impulse and momentum methods for analyzing problems in dynamics. Moments of Inertia of masses. Prereq., 121. Credit, two semester hours. WILSEY.

124. **STRENGTH OF MATERIALS.** Elementary stresses and strains, torsion, flexure including elastic curve equations, columns, combined stresses, stresses due to impact. Prereq., 121. Credit, three semester hours. WILSEY.

141. **FLUID MECHANICS.** Fundamental principles of the mechanics of fluids and their application to engineering. Fluid pressure, flow in orifices, weirs, pipes and open channels; elementary theory of pumps and turbines. Prereq., 122. Credit, three semester hours. CLARK.

142. **SANITARY ENGINEERING.** Sources, treatment, and delivery of pure water to consumers; collection, treatment, and disposal of water wastes. Theory of design, construction, and estimation of the various types of water works and sewage disposal plants. Prereq., 141. Credit, four semester hours. CLARK.

151. **ROUTE ENGINEERING.** Theory of simple and compound curves, spiral casements, vertical curves, earthwork quantities, construction methods, tracks as applied to transportation routes. Prereq., 10. Credit, three semester hours. CLARK.

152. **HIGHWAY ENGINEERING.** Materials, drainage, alinement, capacity, and finance as used in construction, maintenance, and operation of the modern highway. Prereq., 151. Credit, two semester hours. CLARK.

CLASSICAL LANGUAGES

Greek

1. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours. MURPHY.

2. **BEGINNING GREEK.** A continuation of Greek 1. Prereq., 1. Credit, four semester hours. MURPHY.

Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Lat. 2. Credit, four semester hours. MURPHY.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from

Caesar's *Gallic War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours. MURPHY.

3. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallic War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. By correspondence only. Credit, four semester hours. MURPHY.

4. **VERGIL.** A considerable portion of the first six books of Vergil's *Aeneid* is read. The course is designed with a view to an understanding and appreciation of Vergil's great epic and to a wider knowledge of mythology, as well as to growth in the study of Latin. Some attention is given to the meter of Latin epic. Prereq., 3 or three years of high school Latin. Credit, four semester hours. MURPHY.

211. **CICERO AND CATULLUS.** Selections are read from Cicero's correspondence for an appreciation of Latin epistolary writing, for the information they contain on Roman private and public life, and for a more intimate understanding of Cicero himself. Prereq., 103, 104, or permission. Credit, three semester hours. MURPHY.

COMMERCE

Accounting

75. **ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. The entire cycle of bookkeeping procedure. Credit, three semester hours. BECKERT.

76. **ELEMENTARY ACCOUNTING.** Ledger organization, expense controls, controlling accounts, and cost records with a discussion of exceptions and alternative methods constitute the work of this course. Prereq., 75. Credit, three semester hours. BECKERT.

125. **INTERMEDIATE ACCOUNTING.** Preparation and analysis of accounting statements; special problems in accounting for current, fixed, and intangible assets, for liabilities, and for corporate net worth; funds and reserves; investments; and intermediate partnership problems. Prereq., 76. Credit, three semester hours. BECKERT.

126. **INTERMEDIATE ACCOUNTING.** Continuation of Acct. 125. Credit, three semester hours. BECKERT.

161b. **TEACHING OF BOOKKEEPING.** (Same as Ed. 161b).

175. **COST ACCOUNTING.** Manufacturing cost determination under the job-order and process systems. Prereq., 125. Credit, three semester hours. BECKERT.

255. **AUDITING PRINCIPLES AND PRACTICE.** Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material based on actual audit; and audit reports and certificates. Prereq., 126 and 175. Credit, five semester hours. BECKERT.

Advertising

155. ADVERTISING PRINCIPLES. A survey course covering the chief principles, problems, and practices in the field of advertising. The emphasis is on the aspects of the subject which are of greatest use to general business men, but it is sufficiently complete to serve as an introductory course for those intending to do more work in the field and prepare themselves for a career in advertising. Prereq., Mkt. 155 or permission. Credit, three semester hours. **KRAUSKOPF.**

Business Law

155. BUSINESS LAW. The principles of law involved in contracts and agency. Credit, three semester hours. **DYKSTRA.**

156. BUSINESS LAW. Continuation of Bus. Law 155. The principles of law involved in corporations, bailments, innkeepers, sales and negotiable instruments. Prereq., 155. Credit, three semester hours. **DYKSTRA.**

175. GOVERNMENT AND BUSINESS. Statutes, and court decisions interpreting them, by which federal, state, and local governments control, regulate, and aid business. Prereq., junior rank. Credit, three semester hours. **DYKSTRA.**

185. AVIATION LAW. The study of federal and state aeronautical acts and leading court decisions affecting aviation. Legal problems encountered in the establishment and operation of airports and carriage by air; including taxation; insurance and workmen's compensation; the torts of trespass, nuisance, and negligence; contractual relationships; crimes; international conventions. Credit, two semester hours. **DYKSTRA.**

Economics

1. THE ECONOMIC DEVELOPMENT OF THE UNITED STATES. The development of industry, labor, finance, commerce, agriculture, transportation, and natural resources are traced, and an attempt is made to show the effect one line of development had on the other. Not open to upperclassmen except by special permission. Credit, three semester hours. **PICARD.**

101. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. Emphasizes the following theoretical material: production, consumption, distribution, and experiments. Credit, three semester hours. **HELLEBRANDT, PICARD.**

102. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. An effort is made to present the chief economic problems: money and banking, business cycles, credit, international economic relations, government and taxation, and economic control. Prereq., 101. Credit, three semester hours. **HELLEBRANDT, PICARD.**

209. PUBLIC UTILITIES. A general survey of the economic basis of public utility enterprise. A brief consideration of the historical development of the different utility industries. A study of the administration of public utilities under regulaton, the movement for physical valuation, corporate financial

policies, public control of security issues, rate of return, a critical consideration of valuation standards, government and municipal ownership, service-at-cost method of regulation. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

235. **LABOR ECONOMICS.** A general survey of the forces that give rise to modern labor problems. The course is given from the standpoint of a citizen and a student interested in the main phases of the modern labor problem—individual and collective bargaining, wages, hours, employment, safety and health, social insurance, administrative and labor legislation. Prereq., 102. Credit, three semester hours. INNES.

Finance

106. **BANKING PRINCIPLES.** The economics of money and credit is reviewed as a basis for developing the principles which govern the operations of individual banks and the banking system. The course includes a critical analysis of the theory of bank credit and loan policy. Credit, three semester hours. HANSON.

121. **BUSINESS FINANCE.** A survey of the characteristics of corporate organization and corporate securities is followed by problems dealing with promotion, organization, and provision of capital both for new enterprises and for the expansion of old concerns. Credit, three semester hours. HANSON.

215. **PROPERTY AND CASUALTY INSURANCE.** The fundamental economics of property and casualty insurance. Various types of property and casualty insurance and problems arising out of their use; i.e., fire, smoke, windstorm, lightning, public liability, automobile, accident and health, hospitalization, etc. Prereq., Ec. 102. Credit, two semester hours. HANSON.

Management

211. **INDUSTRIAL MANAGEMENT.** The principles of the organization and the management of industrial enterprises, the management movement, and the newer principles and practices in functional factory organization. Prereq., Ec. 102. By correspondence only. Credit, three semester hours. HELLEBRANDT.

212. **ADMINISTRATION OF PERSONNEL.** A comprehensive survey in the principles of the management personnel in business and industrial enterprises and institutions. Among the subjects treated are selection, placement, turnover, promotion, transfer, safety, industrial health, waste prevention, and similar topics. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

Marketing

155. **MARKETING PRINCIPLES.** This course is devoted to a study of the principles, methods, and policies of marketing consumers' goods and industrial goods. It will involve a detailed study of the different marketing institutions and of the marketing functions performed by these institutions. Credit, three semester hours. PAYNTER.

176. **SALES MANAGEMENT.** Principles and problems in the field of sales management with special emphasis on the management of the sales organization. Both text material and case studies will be reviewed. Prereq., 155. Credit, two semester hours. **McVEY.**

Secretarial Studies

15. **TYPEWRITING.** A beginning course. Students are expected to reach a speed of 30 words a minute. Perhaps too elementary for students who have had typewriting in high school. Credit, two semester hours. **HARDENBURG.**

16. **TYPEWRITING.** A continuation of Typewriting 15. Students are expected to attain a speed of 45 words a minute. Prereq., 15 or 1 unit of high school typewriting. Credit, two semester hours. **HARDENBURG.**

31. **SHORTHAND.** The purpose of Sec. St. 31 is to cover the entire theory of Gregg Shorthand and to give the student a working knowledge of the basic fundamentals of the system. Attention is devoted to good writing habits leading to skill in the taking of dictation, a thorough understanding of the elementary principles, a knowledge of the brief forms of the system, and the development of skill in reading shorthand notes. Credit, three semester hours. **HARDENBURG.**

32. **SHORTHAND.** This course is a continuation of Sec. St. 31. It is open to those who pass satisfactorily a complete theory test and transcribe shorthand acceptably. Skill in typewriting is presupposed. The final examination requires a writing speed of 80 words per minute and an ability to transcribe accurately. Prereq., 31. Credit, three semester hours. **HARDENBURG.**

120. **BUSINESS LETTER WRITING.** This course is concerned with the various letters used in business: the letter of application, recommendation, order, contract, inquiry, sales, adjustment, credit, collection, good will, and information. It deals with the psychology, mechanics, and technique of effective written expression. Prereq., Eng. 4, or permission. Credit, three semester hours. **SPONSELLER.**

161s. **TEACHING OF SHORTHAND.** (Same as Ed. 161s)

161t. **TEACHING OF TYPEWRITING.** Same as Ed. 161t.)

Statistics

155. **BUSINESS STATISTICS.** The collection, presentation, analysis, and interpretation of numerical data with special emphasis on techniques of analysis useful in business and industrial management. Credit, three semester hours. **SANDERS.**

156. **BUSINESS STATISTICS.** Continuation of Stat. 155. Analysis of trends, seasonal variations, and cyclical fluctuations in economic time series with emphasis on production, sales, and other business data. The recognition, measurement, and significance of correlation in the analysis of statistical series. Prereq., 155. Credit, three semester hours. **SANDERS.**

ECONOMICS—See Commerce**EDUCATION****Elementary Education**

112. **PRINCIPLES OF ELEMENTARY EDUCATION.** A study of the aims of education, the nature of the learner and of society, and the problems of contemporary life. By correspondence only. Credit, three semester hours. **BEECHEL.**

250. **THE HISTORY OF EDUCATION.** This course traces the history of education from the time of primitive man to the present. Considerable emphasis is placed on the social and philosophical forces which have helped condition the educative process. Developments in objectives, curriculum and methods of teaching are studied. Prereq., 3 hours education and Psych. 5. Credit, three semester hours. **SHOEMAKER.**

251. **HISTORY OF EDUCATION IN THE UNITED STATES.** This course deals with the agencies of formal education in the United States. The period covered is from the Colonial period to the present. Much emphasis is given to conditioning social forces. Prereq., 3 hours education and Psych. 5. Credit, three semester hours. **SHOEMAKER.**

Kindergarten-Primary

102. **LITERATURE FOR CHILDREN.** A study of traditional and modern literature for children. Special emphasis on experiences with children and books. Credit, three semester hours. **QUICK.**

211. **THE CHILD AND THE CURRICULUM.** A study of the changing curriculum including the newer knowledge of child growth and development and the importance of social-centered experiences, the changing concepts of curriculum making, with the community an essential learning laboratory, with emphasis on early childhood. Prereq., 6 hours education. Credit, three semester hours. **QUICK.**

School Administration

240. **SCHOOL ADMINISTRATION.** A consideration of administrative personnel and of administrative problems pertaining to the school plant, business affairs, pupils, teachers, and instructional materials. Prereq., 6 hours education. Credit, three semester hours. **MORTON.**

SECONDARY EDUCATION

130. **INTRODUCTION TO SECONDARY EDUCATION.** This course deals with the purposes and problems of secondary education, curricular content and organization, guidance, evaluation, organization and administration. Degree students at Ohio University must take this course for four semester hours. Other students may enroll for either three or four semester hours. Credit, three or four semester hours. **SHOEMAKER.**

131. **EDUCATIONAL TESTS AND MEASUREMENTS.** Standardized and informal new-type tests for the senior high school. Problems involved in the building, administering, scoring, and interpretation of results of tests. By correspondence study only. Credit, two semester hours. **BENZ.**

230. **HIGH SCHOOL ADMINISTRATION.** The program of studies, the program for health and vocational education, guidance, extracurricular activities, provisions for individual differences, the selection, assignment and payment of teachers, and the school schedule in modern junior and senior high schools. Prereq., 6 hours education. Credit, three semester hours. **MORTON.**

Teaching Techniques

COMMERCE

161b. **TEACHING OF BOOKKEEPING.** (Same as Acct. 161b) This course is intended for teachers or prospective teachers of bookkeeping in junior and senior high schools. Consideration is given to the objectives in bookkeeping courses; the place of such courses in the junior and senior high school; the amount of time to be devoted to the subject. Methods of conducting recitations, grading, keeping records, examination, and standards will be considered. Prereq., six semester hours of accounting. Credit, two semester hours. **BECKERT.**

161s. **TEACHING OF SHORTHAND.** (Same as Sec. St. 161s) This course is planned to acquaint the student with the basic concepts of teaching Gregg Shorthand. Consideration is given to methods of teaching beginning shorthand, speed building, and transcription by means of building courses of study, lesson plans, and establishing standards of proficiency. Prereq., 6 semester hours of shorthand. Credit, two semester hours. **APPEL.**

161t. **TEACHING OF TYPEWRITING.** (Same as Sec. St. 161t) The purpose of this course is to give the student an understanding of the place of typewriting in the general plan of education as well as in the business education curriculum, an understanding of the psychological principles of learning and their application to skill building, and an acquaintance with the workable methods of teaching typewriting. Upon completion of the course, the student will have accumulated instructional material for a four semester high school typewriting course. Prereq., Sec. St. 16, Typewriting, or equivalent. Credit, two semester hours. **RAYMOND.**

ELEMENTARY EDUCATION

163a. **TEACHING OF READING IN PRIMARY GRADES.** This course will consider the child's growth and development and his readiness for reading. The relationship of experience, language and reading, and the guidance of his book-reading will be studied. Too, emphasis will be given to the use of reading materials essential for clarifying and broadening his experiences. Credit, two semester hours. By correspondence only. **QUICK.**

163c. **TEACHING OF READING IN INTERMEDIATE GRADES.** A course designed to survey current theories and practices in the teaching of reading including reading readiness, building experience backgrounds for reading, and reading for information and pleasure. Credit, two semester hours. By correspondence only. **STARKS.**

163d. TEACHING OF LANGUAGE ARTS IN THE ELEMENTARY SCHOOL. Consideration of the experimental phases of language in the elementary school: spelling, handwriting, and oral and written language. The problems of study content, instructional materials and methods, measures of accomplishment, and correction of pupil difficulties in language expression are stressed. Prereq., Eng. 3. Credit, two semester hours. By correspondence only. HANSEN.

163g. TEACHING ARITHMETIC IN THE INTERMEDIATE GRADES. Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal fractions, the elements of percentage, denominate measures, the elements of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. By correspondence only. Credit, three semester hours. MORTON.

163p. TEACHING ARITHMETIC IN THE PRIMARY GRADES. A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. By correspondence only. Credit, three semester hours. MORTON.

163s. TEACHING ARITHMETIC IN THE UPPER GRADES. Theories of arithmetic instruction, the number system, diagnostic and remedial teaching, the arithmetic of business, the arithmetic of daily living, measurement, mensuration and intuitive geometry, the elements of algebra, and the selection of arithmetic textbooks. Adapted to the work of grades 6, 7, and 8. Credit, three semester hours. MORTON.

169f. TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL. A study of the social environment, cultural problems, and human relationships with special emphasis upon history and geography. The instructor will give guidance in a study and exploration of the environment as content for educative experiences. A degree student at Ohio University must have the permission of his dean to enroll. Credit, three semester hours. YAUCH.

ENGLISH

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Eng. 164b) A course designed to assist the high school teacher in the presentation of both the form and content of composition. The first lessons in the course offer a review of grammar as a very necessary foundation; this grammar review is incorporated in the final examination. Prereq., Eng. 4. Credit, two semester hours. WRAY.

HISTORY

169h. TEACHING OF HISTORY AND CIVICS IN JUNIOR AND SENIOR HIGH SCHOOLS. (Same as Hist. 169h) The development of history and civics as school subjects, objectives, instructional methods and materials, types of

work, organization of the course of study, testing, and school problems related to teaching the subjects. Prereq., 9 hours social science. Credit, two semester hours. SMITH.

INDUSTRIAL ARTS

160m. TEACHING OF INDUSTRIAL ARTS. (Same as Ind. A. 160m) This course offers the prospective industrial arts teacher a chance to construct lesson plans, instruction sheets, progress charts, and personnel organization charts. It offers suggestions for the care of the tools in the laboratory. Special attention is given to safety in the school shop, and to the preparation and scoring of tests and the grading of shop projects. Prereq., 6 hours industrial arts. Credit, three semester hours. KINISON.

MATHEMATICS

168m. TEACHING OF MATHEMATICS IN HIGH SCHOOLS. An analysis of the basic ideas of algebra and geometry. Methods of presenting these subjects to high school students, with emphasis upon the use of illustrative materials. Prereq., Math. 6 and Psych. 5. Credit, three semester hours. GOEDICKE.

PHYSICAL EDUCATION

167h. TEACHING OF HEALTH. (Same as P.E. 167h) The content of the school health program with emphasis upon teacher-pupil relationship, school environment, accident prevention, and the instruction, principles and curricula used in presenting health information to students of the different school levels. Credit, three semester hours. TREPP.

167p. TEACHING OF PHYSICAL EDUCATION. (Same as P.E. 167p) A course dealing with methods in physical welfare for elementary and secondary schools. Credit, one semester hour. RHOADS.

ELECTRICAL ENGINEERING

101. FUNDAMENTALS OF RADIO. A practical course in radio art designed for that very large class of persons who are not experts but who have an interest in learning some of the principles and practices of this branch of science. Prereq., Math. 5 and Physics 6. Credit, three semester hours. GREEN.

102. FUNDAMENTALS OF RADIO. Continuation of 101. This is a second course in radio with a descriptive treatment of the most modern applications. Enough problems are included to insure some familiarity with design and operation. Prereq., 101 or its equivalent. Credit, three semester hours. GREEN.

ENGINEERING DRAWING—See Civil Engineering

ENGLISH

3. ENGLISH COMPOSITION. A course in the fundamentals of composition, the structure of the paragraph, and the writing of exposition. Students who make unusually high grades in the proficiency tests are excused from Eng. 3 and allowed to enter Eng. 4. Credit, three semester hours. FOSTER, HEIDLER.

4. ENGLISH COMPOSITION. This course places emphasis on the study of models of argumentation, description, and narration. Prereq., 3. Credit, three semester hours. FOSTER, HEIDLER.

101. SOPHOMORE ENGLISH LITERATURE. Deals with the historical development of English literature from the beginning to the death of Pope. Both this course and Eng. 102 take up the lives and works of the most important and most representative authors; the principal literary forms and tendencies; and the political and social background of the various periods. Prereq., 4. Credit, three semester hours. PECKHAM.

102. SOPHOMORE ENGLISH LITERATURE. Deals with literature from the death of Pope to the present day. Prereq., 4. Credit, three semester hours. PECKHAM.

111. THE CHIEF AMERICAN WRITERS. A study of representative material, prose and poetry, selected from Franklin, Freneau, Irving, Cooper, Bryant, Emerson, Thoreau, Hawthorne, Whittier. Prereq., 4. Credit, three semester hours. FOSTER.

112. THE CHIEF AMERICAN WRITERS. A continuation of Eng. 111. Emphasis is placed upon selected prose and poetry from Poe, Holmes, Longfellow, Lowell, Whitman, Mark Twain, Henry Adams, Lanier, William James. Prereq., 4. Credit, three semester hours. PECKHAM.

135. THE BIBLE AS LITERATURE. A study of the early narratives and prophecies of the Old Testament as masterpieces not only of world literature but of English literature. Prereq., 4. Credit, two semester hours. FOSTER.

141. EUROPEAN DRAMA. A survey of the drama from the Periclean Age to the present time. Readings in English of typical plays by Sophocles, Plautus, Marlowe, Johnson, Moliere, Congreve, Goldsmith, Sheridan, Ibsen, Hauptmann, Wilde, Pinero, Chekhov, O'Neill, and Behrman. Prereq., 4. Credit, two semester hours. PECKHAM.

151. SHAKESPEARE. Shakespeare's principal plays. Reading and interpretation of the plays, study of Shakespeare's life and times, study of the Shakespearean stage and drama technique. Prereq., 4. Credit, three semester hours. FOSTER.

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Ed. 164b)

171. SOPHOMORE EXPOSITION. A course designed to offer practical experience in the writing of essays and reviews. Frequent writing by the student is supplemented by the study of meritorious examples from experienced writers. Prereq., 4. Credit, three semester hours. HEIDLER.

175. CREATIVE WRITING. The course uses no textbook and has no formal assignments. The work is adapted to each individual. It is assumed that any student accepted for the course wishes to write and needs only guidance, advice, and constructive suggestions in carrying out projects of his own. Prereq., 4 and permission. Credit, two or three semester hours. MACKINNON.

213. **ENGLISH PROSE FICTION.** The history of the English novel from the Elizabethan period to the present. Prereq., 4. Credit, three semester hours. MACKINNON.

214. **AMERICAN PROSE FICTION.** The development of the American novel from the colonial period to the present, with major emphasis upon late eighteenth century and nineteenth century productions. Prereq., 4. Credit, three semester hours. HEIDLER.

225. **RECENT BRITISH AND AMERICAN POETRY.** A careful study of ten or twelve authors who have made distinctive contributions to the poetry of England and America. Prereq., 4. Credit, three semester hours. FOSTER.

245. **TENNYSON AND BROWNING.** A study of the most representative works of the two major Victorian poets. The course includes a brief consideration of the lives of these men in relation to their backgrounds and their art. Prereq., 4. Credit, three semester hours. PECKHAM.

250. **BOOKS OF THE SEASON.** The student will read 6, 12, 18, or 24 books supplied by the Extension Division and chosen from outstanding books of recent publication in a variety of fields such as novel, drama, poetry, travel, biography. There will be a fee of \$2 a semester hour for the use of these books. For example, a student registering for three semester hours is to pay a book fee of \$6 for the use of these books. Prereq., 4. Credit, one to four semester hours. MACKINNON.

277. **THESIS WRITING.** A course for students in all departments. Special attention is given to the form and organization of research papers in the field of interest. This course is designed primarily for graduate students who plan to use this course to assist them in writing their master's theses; however, no graduate credit can be received from its completion by correspondence study. Prereq., 12 hours. Credit, one semester hour. PECKHAM.

FINANCE—See Commerce

GEOGRAPHY AND GEOLOGY

Geography

101. **INDUSTRIAL AND COMMERCIAL GEOGRAPHY.** A study of the production, preparation, trade and consumption of the world's major products of food, clothing, tools, and shelter. The course shows how the material things of the world have influenced man's interests. With the permission of the Economics Department this can be substituted for Economic Geography. Credit, three semester hours. ABBOTT.

102. **GEOGRAPHY OF ANGLO-AMERICA.** This course develops in considerable detail the geography of the natural resources of North America. It also develops a method of continental study for teachers. This course or any other of the continental courses offered should be taken as the second half of the year's work in geography. Credit, three semester hours. DOW.

105. GEOGRAPHY OF LATIN AMERICA. See Geog. 102 for description. Credit, three semester hours. COOPER.

150. GEOGRAPHY AND ENVIRONMENT. A course in the aspects of geography which has to do with the response of man to his physical environment. A cultural and practical course. Credit, three semester hours. COOPER.

Geology

125. PHYSICAL GEOLOGY. The study of the physical features of the earth with reference to their origin and significance. This course serves as an introduction to all other courses in geology. Credit, three semester hours. STURGEON.

GERMAN

1. BEGINNING GERMAN. This course is intended for persons who have not had any previous instruction in the language. It is equivalent to the work of the first semester in the university, or the first year in high school. It includes pronunciation, essentials of German grammar, and practice in the reading and writing of simple German. Credit, four semester hours. KRAUSS.

2. BEGINNING GERMAN. This is the equivalent of the work of the second semester in the university or the second year in high school. Prereq., 1. Credit, four semester hours. KRAUSS.

101. INTERMEDIATE GERMAN. Three short stories and one play ranging from relatively easy material to that of intermediate difficulty are read. Prereq., 2. Credit, three semester hours. KRAUSS.

102. INTERMEDIATE GERMAN. In this course Schiller's great drama, *Wilhelm Tell*, is read. Prereq., 101. Credit, three semester hours. KRAUSS.

105. SCIENTIFIC GERMAN. A reading course designed primarily to familiarize the student with German scientific terms and to enable him to read German scientific material. For students of chemistry particularly. Prereq., 102 or 101 with grade of A or B. Credit, two semester hours. KRAUSS.

220. THE GERMAN SHORT STORY. A reading course of representative stories (1850-1900) by Hauff, Storm, Stifter, Keller, and Meyer. Prereq., 102. Credit, two semester hours. KRAUSS.

GOVERNMENT

1. AMERICAN GOVERNMENT. The National Government of the United States. Origin of the Federal Government, the national party system, powers and duties of the departments, independent and emergency services, effects of pressure groups, and changing relations of national government to the states and to the people. Credit, three semester hours. SMITH.

2. AMERICAN GOVERNMENT. The state and local governments. The constitutional position of the states, organization and administration of state and local governments, interstate relations, federal aid to states, responsi-

bility of citizens, and state and local contributions to the welfare of the people. Credit, three semester hours. SMITH.

101. **COMPARATIVE GOVERNMENT.** A comparison of the American, European, and Oriental systems of government, including organization, procedure, popular representation, and the effect upon the social and economic life of the people. The governments of Great Britain, Italy, and Germany will be emphasized. Prereq., 1. Credit, three semester hours. SMITH.

102. **COMPARATIVE GOVERNMENT.** Continuation of Government 101. The governments of France, Russia, and Japan will be emphasized. Prereq., 1. Credit, three semester hours. SMITH.

203. **MUNICIPAL GOVERNMENT.** The creation and legal powers of cities; emerging industrial and defense problems as they affect city government; metropolitan areas; citizen groups, bosses, political parties, elections; old and new forms of municipal government. Prereq., 6 hours. Credit, two semester hours. SMITH.

204. **MUNICIPAL ADMINISTRATION.** An analysis of the administrative functions of municipal government: personnel, finance, policies, housing, planning, health, public utility regulation and ownership. Prereq., 6 hours. Credit, two semester hours. SMITH.

216. **INTERNATIONAL RELATIONS.** Basic factors involved in world politics, including the modern state system, nationalism, and militarism; the evolution of international relations; forces and conditions affecting these relations; efforts toward world political order; and the formulation of national foreign policies. Prereq., 6 hours. Credit, three semester hours. SMITH.

241. **AMERICAN FOREIGN POLICY.** The course traces the history of United States relations with other states since 1776, with emphasis on the recent period, and gives a brief introduction to the diplomatic practices of the United States, especially. Prereq., 6 hours in government or history. Credit, three semester hours. MORRISON.

243. **AMERICAN POLITICAL THOUGHT.** The origin and development of political ideas in the United States, growth of democratic principles from the colonial times to 1865, and analysis of recent trends in American political thought, and the effect of social and economic changes upon political thinking. Prereq., 6 hours. Credit, three semester hours. SMITH.

244. **RECENT POLITICAL THOUGHT.** Recent political theories basic to political and social institutions, such as individualism, collectivism, fascism, and democracy; their practical effect upon the life of the people. Prereq., 6 hours. Credit, three semester hours. SMITH.

248. **PUBLIC ADMINISTRATION.** The place of administration in modern government, problems of organization and control, determination of administrative areas, personnel management, development of bureaucracy, public budgeting, politics and administration in relation to government planning. Prereq., 6 hours. Credit, three semester hours. SMITH.

GREEK—See Classical Languages

HEALTH—See Physical Education

HISTORY

1. WESTERN CIVILIZATION IN MODERN TIMES. This course deals with the development of European civilization from the decline of the Roman Empire to the Reformation. Credit, three semester hours. VOLWILER.

2. WESTERN CIVILIZATION IN MODERN TIMES. This course begins with the Reformation and traces the economic, social, intellectual, cultural and political development of European civilization from 1500 A.D. to World War II. Credit, three semester hours. VOLWILER.

101. HISTORY OF THE UNITED STATES TO 1865. A general survey course. Credit, three semester hours. KERSHNER.

102. HISTORY OF THE UNITED STATES SINCE 1865. A continuation of Hist. 101. Credit, three semester hours. VOLWILER.

105. HISTORY OF OHIO. A study of the history of the state of Ohio, from the first settlers to recent times. Students who are enrolled in this course are expected to have access to either the publications of the Ohio Archaeological and Historical Society or Randall and Ryan's History of Ohio, in five volumes. Credit, two semester hours. MORRISON.

110. THE OLD SOUTH. A study of the plantation regime in the United States, with emphasis on the daily life of the various types of plantations. Credit, three semester hours. MORRISON.

111. THE NEW SOUTH. The course gives an understanding of the social, political, and economic life of the people of the South since the Civil War. Topics: the cotton plantation and Civil War time; the situation facing the disbanded soldiers; the farmer and the land; industrial development; labor conditions; the problem of white and black; educational progress; the South of today. Credit, three semester hours. MORRISON.

145. LATIN-AMERICAN HISTORY. Although this course will emphasize the development of the Latin-American republics and their relations in the modern world, there will also be some attention given to the Spanish and Portuguese heritage, the conquest, the native civilizations and the institutions and life of the colonial period. Credit, three semester hours. WHITEHOUSE.

169h. TEACHING OF THE SOCIAL STUDIES IN JUNIOR AND SENIOR HIGH SCHOOLS. (Same as Ed. 169h)

210. SECTIONAL CONTROVERSY, 1829-1850. Slavery and political controversy, rise of the common man, rural conditions, transportation, immigration, education, the factory system, reform agitation, territorial annexations, growth of nationality. Prereq., 6 hours. Credit, three semester hours. MORRISON.

212. **THE UNITED STATES, 1850-1877.** A view of the sections of the United States beginning in 1850 and the forces that brought on the Civil War; the great conflict, military and otherwise; the background of Reconstruction; program of the Radicals; restoration of home rule in North and South. Prereq., 6 hours. Credit, three semester hours. MORRISON.

220. **THE UNITED STATES SINCE 1900.** Social conditions in 1900; agriculture, business, transportation, communication, labor, imperialism and foreign trade, trends toward state capitalism and regulation, new governmental agencies, political changes, reforms, the new outlook. Prereq., 6 hours. Credit, three semester hours. MORRISON.

225. **THE WESTWARD MOVEMENT.** The expansion of settlement from the Atlantic Coast to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideals and institutions. Prereq., 6 hours. Credit, three semester hours. VOLWILER.

270. **EUROPE FROM 1870 TO 1919.** The development of the German Empire, the French Republic, the Italian Monarchy, the English "Democracy," and the Russian absolutism, and their inter-allied relations form the basis of the course. Prereq., 6 hours. Credit, three semester hours. GUSTAVSON.

272. **EUROPE SINCE 1919.** A continuation of Hist. 212. Primarily a study of the long armistice between the two world wars. Rise of Communism and Fascism, attempt at world organization, and prelude to World War II. Credit, three semester hours. Prereq., 6 hours. GUSTAVSON.

275. **HISTORY OF RUSSIA.** A brief recovery of Russian development prior to the twentieth century, followed by a more intensive study of the rise of Communism, its transformation of Russian economy and society, and its repercussions on the outside world. Prereq., 6 hours. Credit, three semester hours. GUSTAVSON.

HOME ECONOMICS

110. **TEXTILES.** A basic course in textile fabrics involving the study of fibers, fabrics, fabric construction, use and care. Credit, three semester hours. MORSE.

131. **HOUSE SELECTION AND FURNISHING.** The house and its furnishings considered in relation to artistic, economic, and social factors affecting choice. Credit, three semester hours. MORSE.

INDUSTRIAL ARTS

105. **MATERIALS AND FINISHES.** This course consists of the items of related information which an individual arts teacher should present to his classes in order to create an active interest in industry. It deals with the

sources of raw materials which are used in the shop laboratories, and it includes the manufacture, processing, and distribution of the products made from these materials. Credit, three semester hours. KINISON.

160m. TEACHING OF INDUSTRIAL ARTS. (Same as Ed. 160m)

226. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. A study of the history of the industrial arts movement from its earliest beginnings down to the present. Special consideration is given to the terms of the Smith-Hughes Law and the George Deen Act and their administration in the State of Ohio. Prereq., 160m and 3 hours school administration. Credit, three semester hours. CALVIN.

JOURNALISM

222. FEATURE AND MAGAZINE WRITING. A study of feature articles for newspapers and magazines is followed by the writing of articles and their submission to editors. Major phases: discovering ideas and material, article structure and style, illustration, preparing and marketing manuscripts. Prereq., 107 or permission. Credit, three semester hours. KRIMEL.

223. ADVANCED FEATURE AND MAGAZINE WRITING. Writing of feature articles is done for submission to editors. Manuscripts criticized by instructor for salability of the idea, structure, style, illustration, format, content, conformance to needs of the market, research techniques. Prereq., 222 or permission. Credit, two semester hours. KRIMEL.

LATIN—See Classical Languages

MANAGEMENT—See Commerce

MARKETING—See Commerce

MATHEMATICS

1. ELEMENTARY ALGEBRA. A beginning course in algebra designed for students who have had no algebra in high school. The topics ordinarily considered in a year of algebra in high school are studied in this course. Credit, four semester hours. REED.

3. PLANE GEOMETRY. A beginning course in plane geometry designed for students who have had no geometry in high school. The work ordinarily done in a year in high school is done in this course. Prereq., 1, or 1 year high school algebra. Credit, four semester hours. MARQUIS.

4. **SOLID GEOMETRY.** The geometry of planes, cylinders, cones, polyhedrons, spheres, and spherical triangles. The material is illustrated with examples from architecture and natural phenomena. Prereq., 3, or 1 year high school geometry. Credit, three semester hours. GOEDICKE.

5. **FRESHMAN MATHEMATICS.** A review of high school algebra, logarithms, quadratic equations, the trigonometric functions, right triangles, graphs, functions of multiple angles, polar coordinates, oblique triangles, and the theory of equations. This course includes the material ordinarily given in courses in college algebra and plane trigonometry. Prereq., 3, or 1 year high school algebra and one year plane geometry. Credit, five semester hours. MARQUIS, REED.

6. **FRESHMAN MATHEMATICS. (Analytic Geometry)** Polar and rectangular coordinates, the straight line, the circle, the conic sections, and a brief treatment of solid analytic geometry. Prereq., 5. Credit, five semester hours. REED.

34. **MATHEMATICS OF FINANCE.** The course covers compound interest, annuities, sinking funds, depreciation, bond evaluation, and the elementary theory of life insurance. The course provides a source of practical problem material and a field for the application of elementary algebra. Prereq., 3, or 1 unit of high school algebra and 1 unit of high school geometry. Credit, three semester hours. MARQUIS.

101. **PLANE TRIGONOMETRY.** The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit, two semester hours. By correspondence only. REED.

105. **COLLEGE GEOMETRY.** This course is an extension of the geometry studied in the high school, and is of interest to teachers of the subject and to the general student of mathematics. The topics considered are loci, similar and homothetic figures, the triangle, and the theorems of Melelaus and Ceva. Prereq., 6. Credit, three semester hours. MARQUIS.

117. **DIFFERENTIAL CALCULUS.** A study of variables and functions, theory of limits, the derivative and its applications, differentials, curvature, and an introduction to the study of integration. Prereq., 6 or Analytic Geometry. Credit, four semester hours. MARQUIS.

118. **INTEGRAL CALCULUS.** Integration as the inverse of differentiation, the technique of integration, the integral as a limit of a sum, the definite integral, and a short study of the simpler types of differential equations, partial derivatives, and infinite series. Prereq., 117. Credit, four semester hours. GOEDICKE.

125. **ELEMENTARY STATISTICS.** The common theory and methods used generally by investigators in widely different fields. Topics considered are: graphs, computing the statistical constants, the normal law, correlation, regression, and probability. Prereq., 3, or 1 year high school algebra and 1 year high school geometry. Credit, three semester hours. GOEDICKE.

168m. **TEACHING OF MATHEMATICS IN HIGH SCHOOL. (Same as Ed. 168m)**

MUSIC

105. HARMONY. Fundamental triads, connections of triads, harmonizing of melodies and figured basses. Credit, two semester hours. KRESGE.

106. HARMONY. Inversion of triads, fundamental and inversions of seventh chords, fundamental and inversions of ninth chords, harmonizing of melodies and figured basses, modulation. Prereq., 105. Credit, two semester hours. KRESGE.

123. HISTORY OF MUSIC. This course deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, song oratorio, and orchestra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through the study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Not open to students who have credit in Mus. 5-6. Credit, three semester hours. MORLEY.

124. HISTORY OF MUSIC. This course includes a study of the eighteenth and nineteenth centuries with intensive study of the great musicians and movements of those periods. Before concluding the course a brief survey of twentieth century music and its tendencies is made. Prereq., 123. Credit, three semester hours. MORLEY.

PHILOSOPHY

100. GENERAL ETHICS. Considers the biological and social influences which affect behavior, and views the historical ethical theories. Aims to develop an ethical philosophy of life. Ample attention is given to contemporary personal and social problems from the ethical point of view. Credit, three semester hours. KNOX.

101. INTRODUCTION TO NEW TESTAMENT THOUGHT. Survey of the social and religious background is followed by study of the development of the New Testament writings. Then more detailed study is made of the teachings of Jesus and Paul and of the other important types of New Testament thought. Credit, three semester hours. HOUF.

103. INTRODUCTION TO PHILOSOPHY. For students who wish to know what philosophy is, what its problems are, and how philosophy is related to the social sciences, to religion, morals, poetry and general literature. Credit, three semester hours. CREEGAN.

PHYSICAL EDUCATION

102. PERSONAL AND COMMUNITY HEALTH. Provides a knowledge of the hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. TREPP.

117. **ATHLETIC OFFICIATING.** A course for those who expect to officiate football and basketball in the State of Ohio and for others who wish to familiarize themselves with the rules of these sports and the mechanics and procedure of officiating. The course carries the privilege of taking the State Examinations in football and basketball for certification as an official in the Ohio High School Athletic Association (Available after September 1, 1949.) Credit, two semester hours. RHOADS.

152. **KINESIOLOGY.** A study of muscular actions in their relation to the problems of bodily development and efficiency. By correspondence only. Credit, two semester hours. TREPP.

127. **FIRST AID.** The course is concerned with the treatment of emergencies and accidents in the home, on the street, in vocational pursuits, and on the athletic field. Emphasis is also placed on the teaching of safety in the elementary and secondary schools. Credit, two semester hours. LATOURRETTE.

153. **NATURE AND FUNCTION OF PLAY.** A course dealing with the historical background, the theory, the need, and the administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. By correspondence only. Credit, two semester hours. RHOADS.

167h. **TEACHING OF HEALTH.** (Same as Ed. 167h)

167p. **TEACHING OF PHYSICAL EDUCATION.** (Same as Ed. 167p)

181. **INTRAMURAL SPORTS.** Organization of intramural sports for elementary school, high school, and college. Credit, two semester hours. RHOADS.

204. **HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION.** A review of the history of physical education from the time of the Greeks, with emphasis on the development of various systems and their effects on our present day program. The principles underlying physical education in our modern program of education. Credit, three semester hours. RHOADS.

206. **ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION.** Physical and health education in elementary and secondary schools, normal schools, and colleges. Athletic management, intramural activities, inter-scholastic and intercollegiate athletics. Credit, two semester hours. NESSLEY.

249. **COMMUNITY RECREATION.** A course for leaders and those interested in guiding leisure time programs. Topics include: brief history of the play movement, programs and program making, general administration of playgrounds and community centers and activities. Credit, three semester hours. KASPER.

PHYSICS

1. **THE PHYSICAL WORLD.** The principles underlying nature's activities, their relation to man's needs and interests, and their application in the development of devices and conveniences in modern life. Credit, three semester hours. ROSEBERRY.

2. THE PHYSICAL WORLD. Continuation of Phys. 1. Credit, three semester hours. ROSEBERRY.

*5. INTRODUCTION TO PHYSICS. Prospective teachers of physics in high school, premedic students and others who desire a general knowledge of physics will find this course and Phys. 6 suitable. The course assumes a knowledge of elementary algebra, but the physical aspect of problems is considered more important than the mathematical solutions. This course includes the study of liquids, gases, molecular physics, forces and work and simple machines, temperature and its measurements, and the properties of heat. Credit, three semester hours. EDWARDS.

*6. INTRODUCTION TO PHYSICS. This is an elementary consideration of magnetism, electricity, wave motion, sound and light. Credit, three semester hours. EDWARDS.

5a. INTRODUCTION TO PHYSICS LABORATORY. This course covers mechanics, heat, and sound. Credit, one semester hour. ROSEBERRY.

6a. INTRODUCTION TO PHYSICS LABORATORY. This course covers electricity and light. Credit, one semester hour. ROSEBERRY.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY. An elementary, scientific study of the most significant facts and principles of mental life designed to prepare the student for further work in this field and for a better understanding of himself and others. Credit, three semester hours. SCOTT.

3. CHILD PSYCHOLOGY. A detailed study of the development of the child mind from birth through the nursery school, kindergarten, and elementary school age. The nature and potentialities of the child at birth will be considered, the development of the senses, of motor ability, of social and emotional traits and attitudes, and intellectual abilities. Prereq., 1. Credit, three semester hours. GENTRY.

5. EDUCATIONAL PSYCHOLOGY. Some principles of heredity, maturation, individual differences, emotions, motivation, intelligence, as related to learning. Prereq., 1. Credit, three semester hours. GENTRY.

203. MENTAL MEASUREMENTS. A careful study of the methods and results of individual and group intelligence tests, of typical performance tests, and other methods used in mental analysis and measurements. Emphasis will be given to the working up of test results and their application to the schools and individuals tested. A fee of \$3.00 is charged for material furnished the student. Prereq., 6 hours. Credit, three semester hours. ANDERSON.

*If a satisfactory laboratory is available, it is possible to secure four hours credit by enrolling for courses 5 and 5a or 6 and 6a, thus satisfying the premedical requirement. Credit for Introduction to Physics cannot be used to fulfill the physical science group requirements until satisfactory laboratory work has been completed. Courses 5, 6, 5a, and 6a will fulfill the requirements for eight semester hours in physics for entrance into medical schools.

210. MENTAL HYGIENE. The course is designed for teachers, advisers, social workers, parents, and all who daily encounter the mental distress of children and adults who because of unsatisfactory inner needs or because they are at outs with their environment are not making a good adjustment. Contributions are examined from the fields of physiology, psychology, psychiatry, medicine, and sociology, but chiefly from psychology and psychiatry. Prereq., 6 hours. Credit, three semester hours. PATRICK.

212. ABNORMAL PSYCHOLOGY. The nature of the adjustments which man must make to live in the world today. The deviations which lead from the normal to the abnormal are pointed out in order that the student may recognize and understand the more common abnormalities and may, as far as possible, avoid developing such abnormalities himself. Prereq., 6 hours. Credit, three semester hours. SCOTT.

215. SOCIAL PSYCHOLOGY. An intensive study of the social-mental relations between individuals, the mental nature of human social groups and their behavior; a study of the instincts which make for social and individual development. Prereq., 6 hours. Credit, three semester hours. GENTRY.

217. PSYCHOLOGY OF PERSONALITY. The course undertakes to satisfy a growing demand on the part of teachers, business executives, and others for a more thorough understanding of the fundamentals of human personality. It attempts to point out the most promising applications in the training and development of personality in children in the home and school; and in adults, in business and social life. Prereq., 6 hours. Credit, three semester hours. GENTRY.

SECRETARIAL STUDIES—See Commerce

SOCIOLOGY

1. GENERAL SOCIOLOGY. The basic facts and principles of human society, of factors and forces which condition social life, and of major concepts and techniques employed in sociological investigation and interpretation. Credit, three semester hours. TAYLOR.

2. SOCIAL PROBLEMS. A study of the major social problems of the United States including problems of the family, war, poverty, crime, problems of the urban and rural community. The influence of rapid social change on our society and its effect on personalities. Credit, three semester hours. TAYLOR.

5. RURAL SOCIOLOGY. A study of rural life from the standpoint of the groups in rural society. The composition of the rural population, the farm family, the church, school, recreation agencies, rural government, and health agencies are considered. The fundamental differences between rural and urban society are studied as well as the organization of rural society and the relationships between the town and country. Credit, two semester hours. TAYLOR.

125. **SOCIAL ANTHROPOLOGY.** Origin and development of our prehistoric ancestors; the customs, institutions, and behavior of primitive tribes including case studies of the American Indians, African tribes, and other preliterate groups. Credit, three semester hours. TAYLOR.

SPEECH

110. **PARLIAMENTARY LAW.** A study of the techniques involved in conducting a public gathering and in presiding over an assembly. By correspondence only. Credit, one semester hour. STAATS.

STATISTICS—See Commerce

ZOOLOGY

103. **READINGS IN BIOLOGY.** A course for students interested in advances in biological fact and thought presented in a nontechnical and yet authoritative manner, especially as these apply to the broad field of human affairs. The subject matter is presented through the reading of selected books and magazine articles. Prereq., a course in high school or college biology. Credit, one semester hour. KRECKER.

107. **PRINCIPLES OF HEREDITY.** An introduction to heredity. Fundamental principles and mechanism of heredity and a review of what is known regarding heredity in man. Consideration of practical applications to heredity in social welfare, public affairs, and race betterment. Presupposes an introductory course in biology. Prereq., one year of college botany, zoology, or biology. Credit, three semester hours. KRECKER.

COURSES OF INSTRUCTION

AT THE HIGH SCHOOL LEVEL

BOOKKEEPING. One-half unit of high school credit for each course.

- IX. Beginning Bookkeeping, first semester
- X. Beginning Bookkeeping, second semester

COMMERCIAL LAW. One-half unit of high school credit for each course.

- XVIII-46. Commercial Law, one semester

DRAWING. One-half unit of high school credit for each course.

- XXIII. Mechanical Drawing, first semester; suitable for eleventh and twelfth grades
- XXIV. Mechanical Drawing, second semester; a continuation of XXIII

ENGLISH. One-half unit of high school credit for each course.

- I-44. Ninth Grade English, first semester
- II-44. Ninth Grade English, second semester
- III-46. Tenth Grade English, first semester
- IV-47. Tenth Grade English, second semester
- V. British Literature, one semester
- VI. American Literature, one semester
- XXI-39. Effective Business Correspondence, one semester
- IX. Journalism, one semester
- XI. English Grammar, one semester

FRENCH. One-half unit of high school credit for each course.

- XXXI. French, first semester; five double-faced phonograph records costing \$3.75 required
- XXXII. French, second semester; five double-faced phonograph records costing \$3.75 required
- XXXIII. French, third semester; three double-faced phonograph records costing \$2.25 required
- XXXIV. French, fourth semester; three double-faced phonograph records costing \$2.25 required

GERMAN. One-half unit of high school credit for each course.

- XXI. German, first semester; five double-faced phonograph records costing \$3.75 required
- XXII. German, second semester; five double-faced phonograph records costing \$3.75 required
- XXIII. German, third semester; five double-faced phonograph records costing \$3.75 required
- XXIV. German, fourth semester; three double-faced phonograph records costing \$2.25 required

HOME ECONOMICS. One-half unit of high school credit for each course.

- III-47. Everyday Foods, first semester
- IV-47. Everyday foods, second semester
- XI-47. Clothing Construction, first semester
- XII-47. Clothing Construction, second semester
- XV-47. Home and Family Living

LATIN. One-half unit of high school credit for each course.

- I. First Year Latin, first semester
- II. First Year Latin, second semester
- III. Second Year Latin, first semester
- IV. Second Year Latin, second semester

MATHEMATICS. One-half unit of high school credit for each course.

- I. First Year Algebra, first semester
- II. First Year Algebra, second semester
- III-43. Plane Geometry, first semester
- IV-43. Plane Geometry, second semester
- V-46. Advanced Algebra, first semester
- VI-47. Advanced Algebra, second semester
- VII. Plane Trigonometry, one semester
- VIII. Solid Geometry, one semester
- XXXI. Shop Mathematics, one semester; prerequisite, one year of high school mathematics

SALESMANSHIP. One-half unit of high school credit for each course.

- XXI. Practical Salesmanship, one semester

SCIENCE. One-half unit of high school credit for each course.

- I-45. Your Health and Safety, one semester
- III-47. General Science, first semester
- IV-47. General Science, second semester
- V-B. Biology, first semester

- VI-B. Biology, second semester
- VII. Chemistry, first semester; a student must have access to a laboratory
- VIII. Chemistry, second semester; a student must have access to a laboratory
- IX-44. Physics, first semester; a student must have access to a laboratory
- X-44. Physics, second semester; a student must have access to a laboratory
- XI. Botany, one semester

SHORTHAND. One-half unit of high school credit for each course.

- V. First Year Shorthand, first semester
- VI. First Year Shorthand, second semester
- VII. Second Year Shorthand, first semester
- VIII. Second Year Shorthand, second semester

SOCIAL SCIENCE. One-half unit of high school credit for each course.

- III-38. World History, first semester
- IV-38. World History, second semester
- V. American History, first semester
- VI. American History, second semester
- IX-38. Economic Geography, one semester
- XI-46. Economics, one semester
- VII. Economic and Social Problems (Problems of American Democracy), one semester; suited for eleventh and twelfth grades
- VIII. Elementary Civics, one semester
- XIII. Advanced Civics (Problems of American Democracy) one semester; eleventh and twelfth grade level

SPANISH. One-half unit of high school credit for each course.

- XXI. First Year Spanish, first semester; five double - faced phonograph records costing \$3.75 required
- XLII. First Year Spanish, second semester; three double-faced phonograph records costing \$2.25 required
- XLIII. Second Year Spanish, first semester; three double-faced phonograph records costing \$2.25 required
- XLIV. Second Year Spanish, second semester; two double-faced phonograph records costing \$1.50 required

TYPEWRITING. One-half unit of high school credit for each course.

- I-43. First Year Typewriting, first semester
- II-43. First Year Typewriting, second semester
- III-44. Second Year Typewriting, first semester
- IV-44. Second Year Typewriting, second semester

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Teaching of High School English -----	23	Typewriting, High School -----	40
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